



## JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **Telecommunications**

Class Code: 5311

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Administrative and supervisory work coordinating, scheduling, and tracking the activities of the day-to-day operation of the Telecommunications Division.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Plans, coordinates, and supervises clerical/administrative staff and switchboard operators regarding daily work activities. Provides training and instruction to staff as necessary.

Coordinates with other County Departments and other agencies on assigned Telecommunications daily activities and projects.

Prepares and monitors purchase requisitions for the Division. Maintains accounting records for the division and records financial transactions to track expenditures from the division budget as necessary.

Coordinates and assists in the preparation of the documents to support the divisions annual budget and special projects. Complies division payroll and insures maintenance of all applicable records.

Receives and answers inquiries from the public, government officials and/or other County staff related to the County Telephone System or resolving problems that may arise. Coordinates and provides training and instruction to County Telecommunications users on operation of all associated telecommunications equipment.

Responsible for the operation of the Seminole County Telephone answering system and reports service problems to appropriate County staff for maintenance and repair. Prepares various reports and maintains records and maintains statistical information for telecommunications systems.

Initiates and effectively recommends for final approval by the Department Director, hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned personnel.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Knowledge of all County communications systems, including system interfacing, communications terminology, procedures, equipment, and County geography. Knowledge of standard office practices and procedures. Knowledge of bookkeeping procedures and financial record keeping. Extensive knowledge of personal computers and software operations.

Ability to present ideas clearly and concisely, both orally and in writing. Ability to maintain accurate financial records and reports. Ability to meet and deal effectively with the public, County employees and telephone system users.

Bachelor's Degree and two (2) years' experience in the communications administration field with a minimum of one (1) year supervisory experience.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is typically an office situation. The incumbent typically performs job duties while sitting at a desk or table, and may be required to stand, stoop, or walk to perform job duties. This position has regular exposure to radiant or electrical energy as found in the office environment. This position requires the use of office equipment and tools requiring high manual dexterity.